

LPMT EXECUTIVE COMMITTEE AGENDA

September 2, 2004 Conference Call

3:00-3:05	Welcome/Approval Approve Aug 2004 minutes (Carole)
3:05- 3:10	Reminder Next Executive committee meeting will be in person at the annual meeting on Saturday Oct. 9, 2004 in Monterey—breakfast at 8 a.m./meeting at 8:30 a.m. – 4 p.m. (Carole & Ed)
3:10-3:15	Introduction Introduction of all attendees: 30 seconds each
3:15-3:25	Treasurer's Report (A.J.)
3:25-3:35	Various announcements 1. Update re: Cal Law Business Seminar (Law.com/The Recorder seminar with LPMT co-sponsorship) is September 21, 2004 at the Hyatt Regency SF. (Carole and Ed)
3:35-	Sub-committee Reports
3:35-3:50	Education 1. SEI 2005 program proposals report re: ranking (Jim Robinson) 2. Annual Meeting: <ul style="list-style-type: none"> ➤ Decide where Program managers will meet to receive LPMT brochures/CDs/banner/member benefit posters (Carole and Neil). ➤ Decide where above materials will be sent for annual meeting (Carole and Ed B) ➤ Update re: Annual meeting Seminar materials deadline (Ed B) ➤ Give-aways at LPMT reception ➤ How to promote reception
3:50-4:00	Special Projects 1. Fresno Sept. 8, 2004 seminar update -- registration, seminar materials etc. (Ed B)
4:00-4:10	Membership 1. New email address 2. Contacting Executive Directors of Local and Specialty Bars
4:10-4:20	Website 1. LPMT page on the Bar's site had its August update (Carole) 2. Does anything else need to be added to the website besides an invitation to the Annual Meeting LPMT reception?
4:20-4:30	Newsletter 1. Update re: October and December issues (Articles and mcle quizzes needed/deadline reminders)
4:30-4:40	By-Laws 1. Report about new proposed policies with focus on guidelines for Special Advisors/Liaisons and attendance rules (Deana and Peter).
4:40-4:50	Long Range Planning (Marcia) Update re: "retreat" for annual meeting (Marcia and Ed P)
4:50-5:00	Vendor 1. Member Benefits thank-you letter to participating vendors (Alex)
5:00	New Business and Adjourn by 5:00 p.m.